



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

SEP 12 2011

From: Chief of Naval Personnel  
To: President, FY-12 Active-Duty Quota-Based Enlisted Retention Board  
Subj: ORDER CONVENING PHASE TWO OF THE FY-12 ENLISTED RETENTION BOARD TO CONSIDER ENLISTED MEMBERS OF THE NAVY, WITH AT LEAST 7 AND LESS THAN 15 YEARS OF SERVICE FOR RETENTION ON ACTIVE DUTY  
Ref: (a) FY-12 Active-Duty Quota-Based Enlisted Retention Board Precept  
Encl: (1) Board Membership  
(2) Rating Quotas

1. Date and Location

a. The Enlisted Retention Board (ERB), consisting of you as president and the members listed in enclosure (1), is ordered to convene at Navy Personnel Command, Millington, TN, at 0800, 26 September 2011, or as soon as practicable thereafter.

b. The board shall proceed in accordance with the guidance contained in this letter and reference (a).

2. ERB Authorized Selections

a. The board shall recommend for retention those candidates in each rating not to exceed the quotas specified in enclosure (2), whom a majority of the board considers best qualified, giving due consideration to the needs of the Navy for candidates with particular skills. In addition, each candidate recommended for retention by the board must be fully qualified. That is, the candidate's qualifications and performance of duty must clearly demonstrate that they would be fully capable of performing the duties normally associated with their paygrade. The "best and fully qualified" standard shall be applied uniformly to all eligible candidates.

3. Unless expressly authorized or required by me, neither you nor any member of the board or administrative support personnel may disclose the proceedings, deliberations, or recommendations of the ERB. All board members and administrative support

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personnel must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.



D. P. QUINN  
Acting